

July 13, 2009

**LAPEER TOWNSHIP REGULAR BOARD MEETING  
BUDGET PUBLIC HEARING**

Lapeer Township Offices and Community Building  
1500 Morris Road, Lapeer Township, Lapeer County, Michigan

BOARD PRESENT: Clerk Dawn Walker, Supervisor Scott Jarvis, Treasurer Lori Ann Taylor, Trustees John Rutzen and Bill Blaine.

OTHERS PRESENT: Police Chief William Marshall, Erika Schroeder and Emily Caswell representing the LA View newspaper.

Supervisor Jarvis called the meeting to order at 8:30 a.m.  
Everyone stood for the Pledge of Allegiance.

CONSENT  
AGENDA:

The minutes of the June 8, 2009 regular board meeting.  
General correspondence for review:  
Police Statistics for June 2009  
Fire Report for June 2009  
Reports from GLTA and Greater Lapeer County Utility Authority

M-076-09: ***MOVED*** by Jarvis, support by Rutzen to approve the June 8, 2009 regular board minutes as written. A vote was taken. Yes': All (5). ***MOTION CARRIED.***

Discussion followed regarding DTE Court case regarding fire run accounts receivable, GLTA reports on millage dollars received by municipality and on the Lapeer fireworks.

Discussion also followed regarding the number of fire run incidents for the month of June and inconsistent reports.

PUBLIC TIME: No one addressed the board during public time.

AGENDA:

TREASURERS  
REPORT  
M-077-09:

**JUNE 2009**

FUND	CLOSING BALANCE
<b>UNRESTRICTED FUNDS</b>	
Lapeer County Bank & Trust - General Fund Checking	\$1,261.45
Lapeer County Bank & Trust - General Fund Saving	\$32,592.96
Chase Bank – Investment	\$155,256.75
Chase Bank – Tax account	\$999.11
MBIA Class Investment Pool - Investment	\$162,976.62
MBIA State Share	\$217,245.02
Lapeer County Bank & Trust – CD, 2% Matures April 2010	\$100,000.00
Lapeer County Bank & Trust – CD, 2% Matures June 2010	\$150,000.00
COMERICA - Revolving Improvement	\$241,554.20
COMERICA - Capital Improvement	\$178,203.70
General Fund J-Account	\$162,783.61
<b>General Township Working Totals:</b>	<b>\$1,402,873.42</b>
<b>RESTRICTED FUNDS</b>	
Lapeer County Bank & Trust - Disaster Contingency	\$300.00
Lapeer County Bank & Trust - Liquor Law Enforcement	\$100.00
Lapeer County Bank & Trust - Cemetery Trust	\$34,508.64
Lapeer County Bank & Trust - Trust & Agency	\$147.86
Lapeer County Bank & Trust - Lapeer Township Police Community Service	\$1,004.68
National City Bank - Tax Collection	\$25.64

***MOVED*** by Walker, support by Blaine to accept the June Treasurers report. A vote was taken. Yes': All (5). ***MOTION CARRIED.***

CLERKS  
REPORTS:

Clerk Walker presented the following:

- Vouchers presented from June 16<sup>th</sup> thru July 15<sup>th</sup>, including payroll from July 6<sup>th</sup> for a total voucher payment of \$85,629.80.

Discussion followed.

PAYMENT OF  
VOUCHERS:  
M-078-09:

**MOVED** by Rutzen, support by Blaine to approve payment of the vouchers. A vote was taken. Yes': All (5). **MOTION CARRIED.**

COMPETITIVE BID  
POLICY:

Trustee Rutzen compiled information on competitive bid policies. Discussion followed. It was agreed to state within the policy that all contractors upon acceptance of a proposal shall submit a completed W-9: Request for Taxpayer Identification Number and Certification along with proof of Workers Compensation Insurance and Liability Insurance naming the Township of Lapeer as additional insured. Tabled.

FIRE CODE  
ORDINANCE 32.3  
O03-09:

Fire Code Ordinance 32.3 was presented in final draft form for the board's review. It has ~~by~~ been reviewed and edited by the Township attorney.

**MOVED** by Jarvis, support by Walker to approve the adoption of Fire Code Ordinance 32.3 as presented. A roll call vote was taken. Jarvis, yes; Walker, yes; Rutzen, yes; Blaine, yes; Taylor, yes. Yes': All (5). Nay': none. **MOTION CARRIED.**

COST RECOVERY  
ORDINANCE  
O04-09:

Cost Recovery Ordinance No. 4 was presented in final draft form for board review. The Township attorney was consulted. Discussion followed.

**MOVED** by Jarvis, support by Blaine to approve the adoption of Cost Recovery Ordinance 4 as presented. A roll call vote was taken. Jarvis, yes; Blaine, yes; Taylor, yes; Rutzen, yes; Walker, yes. Yes': All (5). Nay': none. **MOTION CARRIED.**

LIFE INSURANCE  
M079-09:

Quotes were reviewed by the board from MERS and Burnham & Flower agency on Life insurance packages. A substantial savings was noted in the MERS package. Discussion followed.

**MOVED** by Taylor, support by Blaine to replace the American United Life Insurance group policy with the MERS Standard Insurance group policy for Life and AD&D benefits in the amount of \$50,000 to be effective on August 1<sup>st</sup> or as soon thereafter as can be scheduled. A roll call vote was taken. Taylor, yes; Blaine, yes; Rutzen, yes; Jarvis, yes; Walker, yes. Yes': All (5). Nay': none. **MOTION CARRIED.**

BRUSH MOWING  
M080-09:

Trustee Rutzen gathered quotes regarding brush mowing the Township hall property at the Planning Commission request. Discussion followed.

**MOVED** by Blaine, support by Rutzen to approve Innovative Land Care to brush mow the Township hall property as per the quote received not to exceed \$900.00. Proof of insurance shall be required. A vote was taken. Yes': All (5). **MOTION CARRIED.**

RECORDS  
MANAGEMENT  
R09-09:

Clerk Walker presented the board with a resolution for Records Management and Preservation of Documents.

WHEREAS, The Lapeer Township board realizes the importance of proper procedures for Records Management and Preservation of documents;

WHEREAS, The Lapeer Township board wishes to enact proper procedure and policy for the performance of retention and disposal of records;

WHEREAS, the Lapeer Township board recognizes that "the office of record" is the office responsible for following the specified retention period as stated in the applicable schedule;

WHEREAS, Michigan law MCL 399.5 and MCL 750.491 require that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs.

NOW, THEREFORE, BE IT RESOLVED that the Lapeer Township Board adopts the following record retention schedules:

General Schedule #1 – Non-record Materials  
Michigan Township Record Retention – General Schedule #10  
General Schedule #11 – Local Law Enforcement Agencies  
Retention & Disposal Schedule for Michigan Township Clerks - #25  
General Schedule #26 – Local Government Human Resources  
General Schedule #31 – Local Government Financial Records

The foregoing resolution offered by Board Member Rutzen.

Support offered by Board Member Walker.

Upon a roll call vote the following voted "aye": Rutzen, Walker, Blaine, Taylor, Jarvis.  
"nay": None.

The Supervisor declared the resolution adopted.

ISHRED  
P-01-09:

Discussion followed regarding document destruction.

**MOVED** by Rutzen, support by Blaine to allow the Clerk and/or Treasurer have a document destruction company come in on an as needed basis to purge office documents. A vote was taken. Yes': All (5). **MOTION CARRIED.**

ROADWORK  
M-081-09:

Supervisor Jarvis and both board Trustees observed the road maintenance issue on Hunters Creek road between Wilder and Broker roads. Standing water is on the road with no ability to use Hunters Creek Road in this section. Discussion followed.

**MOVED** by Rutzen, support by Blaine to allow Supervisor Jarvis to have the road commission repair the road as needed to remove standing water. A vote was taken. Yes': All (5). **MOTION CARRIED.**

ELECTRONIC  
TRANSACTION  
R-010-09:

Treasurer Taylor prepared a resolution to Authorize Acceptance of Payments by Financial Transaction Devices.

### Resolution to Authorize Acceptance of Payments by Financial Transaction Devices

WHEREAS, Act No. 280 of the Public Acts of Michigan of 1995, as amended, (the "Act") authorizes a local unit of government by resolution of its governing body to authorize the acceptance of payments by financial transaction devices, i.e., credit cards, debit cards, and electronic funds transfer cards, and

WHEREAS, the Board of the Township of Lapeer has determined that it would be convenient for its residents if payment to the Township could be made by financial transaction devices,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of the Township of Lapeer hereby approves and authorizes the acceptance of payments to the Township by financial transaction devices.

BE IT FURTHER RESOLVED that the Township of Lapeer Treasurer shall determine the types of financial transaction devices that may be accepted.

The foregoing resolution offered by Board Member Taylor.

Support offered by Board Member Walker.

Upon a roll call vote the following voted "aye": Taylor, Walker, Jarvis, Rutzen, Blaine.  
"nay": None.

The Supervisor declared the resolution adopted.

PUBLIC TIME:

Chief Marshall discussed deer carcass removal from roadways with the board. Details would be worked out and presented at the next board meeting. Cross tubes on Morris road and center line rumble strips were discussed.

REPORTS:

Reports given on Construction Code Authority, Emergency Medical Service and Planning Commission.

ADJOURNMENT:

**MOVED** by Blaine, support by Rutzen to adjourn the meeting. The meeting was unanimously adjourned (at 10:15 a.m.).

---

Dawn M. Walker, Clerk